

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE7785063  
POSITION NO: 945693  
CLASS CODE: 3646  
POSITION TITLE: \_\_\_\_\_

Date Posted: 12/27/11  
Closing Date: 01/10/12

DEPARTMENT NAME: Navajo Head Start/ Crownpoint Agency  
DEPARTMENT NO: 778 WORKSITE LOCATION: Mariano Lake  
WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: V58A  
Days: Monday - Friday Permanent: ☒  
Hours: 8AM - 5PM Temporary: ☐ Duration: 9 Months \$ \_\_\_\_\_ Per Annum  
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 11.47 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of moderate difficulty in preparing nutritious meals and snacks for Head Start children according to established guidelines; maintains a safe and sanitary kitchen and dining area; completes and maintains accurate records of food service program; provides nutritional habits education; performs related work as assigned. Plans menu to meet nutritional requirements of children and adults served; prepares meals and snacks in accordance with nutritionally balanced menu and number of children and adults to be served; ensures that meals meet USDA requirements; operates standard kitchen equipment; serves food in a family style setting; interacts with children at meal times, serving as an appropriate model to the children; maintains daily meal count for production; adapts meals for any special dietary needs; maintains inventory of food supplies and equipment; estimates daily, weekly needs and orders/purchases food, supplies and equipment; participates in classroom cooking experiences.

Practices safety and sanitation in preparation and storage of food; cleans and maintains the food preparation and storage areas and equipment; washes dishes, pots and pans; sanitizes tables, chairs and kitchen equipment; adheres to sanitation and safety procedures; establishes and maintains a recordkeeping system; prepares required records and reports; assists with lesson plans in nutrition; provides nutritional habits education; assists with other classroom activities as needed; attends meetings and participates in parent activities; participates in training and workshops; assists in recruiting eligible children and collecting required documents; participates in training modules for early childhood education (CDA); may provide guidance and direction to Cook's Aide.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**Experience:**

Two (2) years of experience in large scale institutional cooking; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of established regulations and guidelines concerning food and meal preparation and service. Knowledge of the proper care and use of institutional food preparation equipment. Knowledge of the principles of healthy eating and nutritional requirements of children served. Knowledge of the proper procedures in cleaning institutional food preparation equipment.

Knowledge of the proper temperature for cooking foods in an institutional environment. Knowledge of basic math. Knowledge of basic recordkeeping techniques. Skill in planning menus. Skill in maintaining sufficient food supplies. Skill in the use of standard food preparation and cooking equipment. Skill in preparing nutritious and appetizing meals. Skill in completing record keeping following program requirements. Ability to prepare and serve large quantities of food and/or meals. Ability to operate standard kitchen equipment safely and efficiently. Ability to read, interpret and follow rules regulations, policies and procedures including health and sanitation requirements. Ability to follow oral and written instructions. Ability to perform basic mathematical computations.

**SPECIAL REQUIREMENTS:** Must possess a Food Handler's Permit and a valid driver's license. Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate, and a First Aid Certificate. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**\*\* UNION POSITION**

**VETERAN'S PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**